ACCESS TO ONLINE TRAINING COURSES

Follow the steps below to access your Online Training Course for your Election Day Position.

Acceptance Email and Accessing Election Worker Portal

Once your online application has been accepted by the Cuyahoga County Board of Elections, you will receive an email with instructions on how to access the Election Worker Portal.



Hi Election Official,

Great news! We reviewed your Election Day Worker application and are excited to have you as an election worker in Cuyahoga County.

You can now log into the <u>Election Worker Portal</u> and mark your availability for upcoming elections.

Election Worker Login Credentials:

Username: youremail@email.com

Temporary password: aBcsfYhBwk (COPY AND PASTE INTO THE PASSWORD FIELD)

Click here to access Election Worker Por al

All Election Officials are required to complete a training session prior to working the polls on Election Day. We will contact you when classes are available.

If you are no longer available to be an Election Day worker, please email us at <u>electionofficials@cuyahogacounty.gov</u>. We will remove you from our contact list.

Sincerely,

The Election Officials Department Cuyahoga County Board of Elections <u>electionofficials@cuyahogacounty.gov</u> (216) 443-3277

Click on the link to the Election Worker Portal.

You will be redirected to the Election Worker Portal login screen.

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Click the Login Icon.



You will be redirected to the Tenex Election Desk (TED) login screen.



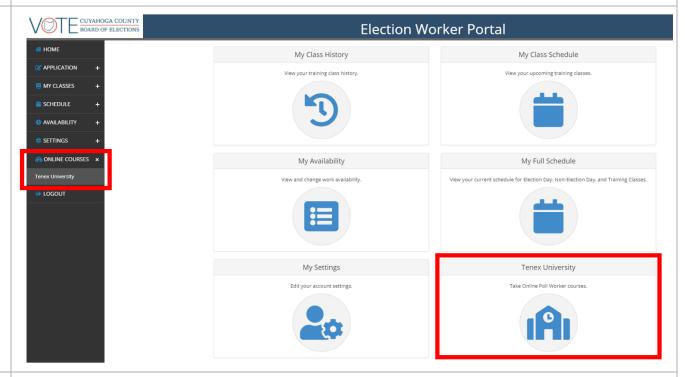
Enter your username and password. If you do not remember your password or have not set one up, click "I forgot my password." You will receive an email with instructions on resetting your password.

Once you have logged into the Tenex Election Worker Portal, you will be taken to the main Home page.

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Online Courses

To begin your online training, click on the **Tenex University** icon in the bottom right corner of the Home page or click on **Tenex University** from the Online Courses drop-down in the left-hand side menu.



You will then be redirected to the **Tenex University Dashboard**. You are required to complete the course with your Election Day position in the title. However, there are other courses that may appear in the Tenex University Dashboard that you can take for extra practice.



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